

OLRS Communication

- What?** Job Seeker attachment options
- Who?** OLRs professional users and job seekers
- Why?** Accepted attachment extensions differed on the governmentjobs.com application vs. the state application
- When?** Distributed 7/30/10

Message: The file attachment options for job seekers to include in the Attachments section of their application was changed on Thursday, July 29 to allow all file extensions available in NEOGOV. This change was implemented due to file extensions permitted by governmentjobs.com differed from file extensions allowed by the state. This decision was made because a job seeker could attach a document on their main application that was a file we didn't accept (for example a PowerPoint document), and then when they actually went to apply to one of the state's postings, that attachment would be stripped out. Although there are error messages to the job seeker letting them know that the file was not accepted, we have heard that the job seekers are overlooking these error messages.

Now any file that is accepted by the system on the job seeker's main application will be accepted when they actually submit an application to one of the state's postings. There is still a maximum attachment capacity of 5mb which remains the system standard.

Thank you for your patience while we validated these reported issues. Additional testing confirmed that the system was and is working as designed.

The current acceptable file extensions for applications are:

- Acrobat Portable Document Format - .pdf
- Internet Explorer - .htm, .html
- Microsoft Excel Spreadsheet - .xls, .xlsx
- Microsoft PowerPoint Presentation - .ppt, .pptx, .potx
- Microsoft Word Document - .doc, .docx
- Notepad - .txt
- Rich Text Format File - .rtf
- Windows Picture and Fax Viewer - .bmp, .gif, .jpe, .jpeg, .jpg, .png, .tif, .tiff
- WordPerfect Document - .wp, .wpd

Questions? Contact:

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